

NAN YA PLASTICS CORP.-AM CA

240

Print on 2/18/04
Return Before 3/1/04

Personnel Action Form - Change

Employee ID: 2201462

Name : POWELL CHERYL H.

Alias:POWELL, CHERYL, H.

Original Hire Date : 3/08/99

FPG-USA Hire Date : 3/08/99

Recently Rehire Date: 3/08/99

Affiliate Transfer Date : 0/00/00

New Employee or Present Data

Present Data

New (** must be filled)

Effect Date

3/1/04 **

Location Name

NAN YA PLASTICS CORP, A NALC

NALC

Department Name

Q.C. DEPARTMENT OFFICE 6310

6310

Job Code & Title

ADAS ADMINISTRATIVE ASSISTANT

ADAS

Job Grade/Category

05 Assistant AT

05

Performance Rating /Merit Increase %

Merit Increase %PG Merit %

Promotional/Special Increase% (If any)

X Prorated Factor 1.0000

Promo. * Special %

Total Increase %

= Prorated Merit %Total %

Yearly Base Salary or Hourly Wage

Increase 21,855.00

\$21,855 —

Original Review Date 3/01/04

New review Date 3/1/05 **

Comments & Information

In grade 05,	#####	Merit Increase	#####		
Min:	Compa-Ratio	C	B	A	A+
19600.00					
26300.00					
29400.00	.80 (<=.79)	3.00	4.00	5.00	
	.80 To .89	2.50	3.50	4.50	
	.90 To 1.00	2.00	3.00	4.00	
	1.01 To 1.09	1.50	2.50	3.50	
= .83	1.09(>=1.10)	1.00	2.00	3.00	

=====Salary History (up to latest three)=====

Effect Date	Loc. Code	Dept. Code	Job Job Grade	Salary /Wage	Perfm. Rating	Incrs% Merit	Incrs% Promo.	Incrs% Speci.	Incrs% Total
3/01/03	NALC	6310	05 AT	21,855.00	B	3.92			3.92
3/08/02	NALC	6310	05 AT	21,030.00	B	4.00			4.00
3/08/01	NALC	6310	05 AT	20,221.00	B	3.50	4.00		7.50

===== Approvals =====

1. Supervisor / Department Manager 3. Division Head

Name:

Name:

Date:

Date:

2. Plant Manager / Director

4. President Office

Name:

Name:

Date:

Date:

Personnel/Payroll Only

Emp.Status:A / Class.:F / Group:S / Pay Schedule Date: 15 JUN 2004

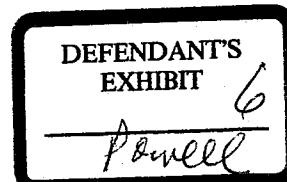
Personnel:

5/24

5/31

Payroll:

SCANNED



SALARY EVALUATION FORM

Page 1 of 2

Employee Cheyrl Powell
 Position Admin Asst.
 ID # 2201462

Evaluation Date 3/1/04
 Hire Date 3/8/99

PERSONAL PERFORMANCE RATING

• PART A: FOR ALL EMPLOYEES		Evaluation Points
1. DEVELOPMENT OF SELF Degree to which growth and continual improvement is sought.		5/10
2. TEAMWORK Able to work/cooperate with others on an individual or group basis.		7/10
3. DILIGENCE AND ETHICS Earnest and persistent effort to accomplish what is undertaken while adhering to strong ethical principles and working with honesty and integrity in dealing with co-workers and business associates.		9/10
4. GOAL SETTING AND ACHIEVEMENT Able to define and prioritize goals/objectives and to carryout specific courses of action for self and/or others to achieve them. Possesses commitment of time and energy to ensure task/goal achievement.		5/10
5. VERSATILITY Displays multi-functional skills and had the ability to handle different technical tasks. Demonstrates flexibility when working with others.		5/10
• PART B: FOR ALL ASSISTANT SUPERVISORS AND ABOVE POSITIONS		
6. LEADERSHIP Demonstrates effective leadership through inspiring a shared vision, challenging the process, enabling others to act, modeling the way, and encouraging the heart.		N/A
7. DEVELOPMENT OF OTHERS Effectiveness and thoroughness of managerial efforts to develop the knowledge, skills, abilities and performance of subordinates and others.		N/A
<u>AVERAGE of PERSONAL PERFORMANCE POINTS</u>		<u>31/50 = 62</u>

I. PERSONAL PERFORMANCE RATING [30% weight]
 Average of Evaluation Points (from above) 62 x .30 = 18.6

II. INDIVIDUAL ANNUAL GOALS [70% weight]
 Average of Evaluation Points (from Individual Annual Goals Sheet) 68 x .70 = 47.6

III. RECOMMENDED OVERALL RATING SUMMARY

66.2

Recommended Rating Is: [Circle One]	OUTSTANDING A+ 93 - 100	EXCEEDS EXPECTATIONS A 85 - 92	COMPETENT B 70 - 84	IMPROVEMENT NEEDED C 60 - 69	NOT ACCEPTABLE D 59 and below
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SALARY EVALUATION FORM

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This side must be completed prior to submission and final approval.

Immediate Supervisor's Comments:

Cheryl does what is asked of her, but still requires repeat instruction and training. Punctuality is of the utmost importance.
CHERYL POWELL
Date 7/1/04

Employee has these particular strengths:

1. Does what is ask of her by supervisor.

Areas for further development or improvement are:

1. Initiative
2. Follow-up/Recheck work.
3. Technical training/development.
4. Punctuality.

Initial Preparation By

(Immediate Supervisor)

D. H. Powell Date 7/1/04

Employee's Comments:

- ✓ I have purchased an excess self help instructional book to teach myself more on technical issues when doing daily work.
- ✓ I have started taking notes so I will always look back, this will improve my mistakes, therefore producing accuracy.
- ✓ I would try to be more punctual & have more helpful to come for Ann + Main.

Employee's Signature *CHERYL POWELL*

Date 3/14/04

Approving Manager's Comments:

Cheryl has worked here several years. By this time she should be performing at a higher level (technically, responsibility, etc.). Improvement is needed.

Approved By

D. H. Powell Date 7/29/04

Send original document to the Personnel Section, along with the Personnel Action Form (PAF) and the employee's Individual Annual Goals.

- ATTACH ADDITIONAL SHEET IF MORE SPACE IS REQUIRED

INDIVIDUAL ANNUAL GOALS

For (Year) 2004 _____

1. Print one copy of this sheet at the beginning of each calendar year. Review these goals once a quarter.
2. At the time of the annual evaluation make a copy of this form and the previous years goals to attach to the evaluation form.
3. List Overall Evaluation Points on the copy that is attached to the evaluation.

Reviewed By : _____

Employee and Svrv/Mgr Initial and Date at each Quarterly Review	March	June	September	December
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For Salary Employees (Section Manager and above use Form # PNA42)

Goal #	(1) Description of Goals/Responsibilities	(2) Performance Expectations: Standards	(3) Target Date	(4) Self-Evaluation: Actual Performance vs. Standards	(5) Supervisor's Evaluation	Overall Evaluation Points
1. SAFETY	Data Entry for Safety Council Mtgs. Provide the paperwork for topic to be trained. Alert supp. When any employee did not get trained.	New Year	There is so much more to Safety Training than data entry. Demonstrate safety by wearing proper PPE in the restricted areas. Reported to Safety of the need for a rug to be placed in the clock in/out house to prevent a slip/fall when the ice storm hit.	- Good. - Need to promote Safety by everyone to get perfect grade.	9/10	$\frac{34}{40} = .85$
2. RESPONSIBILITY	To be precise and accurate, pay close attention to detail and instructions made to me by my Department Head as well as my immediate supervisor. Push for the Excel program to be reinstated to generate error free COA's. This will provide a more controlled COA that will show the customer a little variance in the different lots. Much time saved by using the Excel worksheet comparison than looking up previous history in the hard copies due to not accessible on access program.	New Year	Access program works well with the COA request by customers. Production of staple fiber is better, less changes are being made to COA's.	- Some Errors in COA, must strive for 0 more. - Waiting for being LATE, and Conselad by Mgr.	5/10	$\frac{5}{10}$
3. COST CONTROL	To encourage limited usage of supplies and monitor the budget for the lab and report status to manager.	New Year	Created the record keeping system. Keeping a copy of store stock issue requests in the labs so the following shift will not order duplicates.	- Need to Set a Goal and show improvement next. - How else can you reduce costs?	7/10	$\frac{7}{10}$
4. CUSTOMER SERVICE	Become more knowledgeable of all types of Sample Fiber requirements and the customers expectations. Deliver	New Year	Provides the customer with a certificate that assures the fiber purchased is what they need.	None	6/10	$\frac{6}{10}$
5. HOUSEKEEPING	Maintain a clean kept office, which includes filing.	New Year	Serves at banquets. I enjoy serving. Focusing on a clean, organized office and desk area. Do what I am told to do, be a team player, help where I can be of help to someone.	- OK - Work more initiative. - Follow instructions.	7/10	$\frac{7}{10}$

Form # PNA41 Rev. 5/99 See Section 6.4 of the Guideline for Performance Review and Evaluation for Performance Ratings, Performance Grades and Evaluation Points.

INDIVIDUAL ANNUAL GOALS

1. Print one copy of this sheet at the beginning of each calendar year. Review these goals once a quarter.
2. At the time of the annual evaluation make a copy of this form and the previous years goals to attach to the evaluation form.
3. List Overall Evaluation Points on the copy that is attached to the evaluation.

Employee Name: Theresa Powell
 Employee ID: _____

Reviewed By: _____

Employee and Srv/Mgr Initial and Date at each Quarterly Review	March	June	September	December
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For Salary Employees (Section Manager and above use Form #: PH442)

(To be filled out on the copy attached to the evaluation)

Overall Evaluation Points _____

Goal #	(1) Description of Goals/Responsibilities	(2) Performance Expectations, Standards	(3) Target Date	(4) Self-Evaluation: Actual Performance vs. Standards	(5) Supervisor's Evaluation	Evaluation Points
1.	Safety	1. Contribute to the beauty and safety of our surroundings. 2. Create a safe and healthy workplace by reporting any preventable accidents.	Today	1. Communicate to my supervisor when I see a possible hazard for our people or myself. Lead by example. 2. Wear PPE in required work area. 3. Avoid careless actions and speech.		
2.	Housekeeping	1. Create a clean office/Always organize the work area to keep it safe, and in an orderly fashion, presentable to visitors.	Today	Put away what is not being used. Do what can be done and ask what needs to be done. Do what I say I can.		
3.	Personnel/Payroll	Become aware of changes in lives/Communicate with our people, serve our peoples' needs better. Assist when employees need personal assistance.	Today	1. Provides an accurate record of time in and out. Knowing the employees' need and providing what is available for them. 2. Always have a caring attitude, helpful to each employee.		
4.	Data Entry/Reports/Charts	Prepare correctly 1 st time, be efficient/Deliver professionally.	Today	1. Be fast, quick when charting daily, denser charts. 2. Be readily available for accessing. 3. Transform idleness into focusing on priority. Become fast. Study the management needs and provide for their successfullness.		
5:	<i>CBAs & Customer Training</i>					

*2/17 - Dev. 1/16/01
6 Form PH442 Rev. 5/99 See Section 6-4 of the Guidance for Performance Review and Evaluation for Performance Ratings, Performance Grades and Evaluation Points.*

P:FORMSPN041 INDIVIDUAL ANNUAL GOALS (SALARY)